



## **CITY OF ALBION PLANNING COMMISSION**

### **REGULAR MEETING**

**TUESDAY, APRIL 19, 2016**

**COUNCIL CHAMBERS**

**7:00 P.M.**

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## **AGENDA**

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the Commission
- III. Approval of Prior Meeting Minutes – March 15, 2016
- IV. Correspondence
- V. Order of Business
  - A. Miscellaneous Items
    - Ben Wade-Microbrewery
    - Proposed Hotel Update
    - 101 N. Superior Street Update
    - Redevelopment Ready Community Update
  - B. Excuse Absent Commissioners
- VI. Citizen Comments (Persons addressing the Planning Commission shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VII. Adjournment

PLANNING COMMISSION PUBLIC HEARING PROCESS
<ol style="list-style-type: none"><li>1) The Planning Commission Chair opens the hearing</li><li>2) Chair summarized the process</li><li>3) Staff presents report on applicant's request</li><li>4) Chair reads any correspondence into the record</li><li>5) Public speaking portion of hearing<ul style="list-style-type: none"><li>• Individuals in support</li><li>• Opposition speakers</li><li>• Questions &amp; rebuttal (directed through the Chair)</li><li>• Public speaking portion of hearing closed</li></ul></li><li>6) Finding of facts</li><li>7) Board begins deliberations</li><li>8) Motion is made</li><li>9) Roll call vote taken</li></ol>

Planning Commission  
March 15, 2016

I. Call To Order

The March 15, 2016 Planning Commission meeting was called to order at 7:00 p.m. by Chairperson Strander and a quorum declared.

II. Roll Call of the Commission

T Pitt, G Brown, J Tracy, S Brown, G Strand, J Domingo, G Strander, L Washburn

Staff Present: S Mitchell, City Manager; J Domingo, City Clerk

Absent: W Dick

III. Approval of Prior Meeting Minutes

Pitt moved, S Brown supported, CARRIED, to approve the November 17, 2015 Planning Commission minutes as drafted.

IV. Correspondence – None

V. Order of Business

City Manager Mitchell asked to amend the agenda to add Planning Commission goals for annual report to be given to Albion City Council.

S Brown moved, G. Brown supported, CARRIED, to amend the agenda and add Item D-Planning Commission goals.

A. 407 S. Hannah, Albion College Sports Facility Site Plan Review

City Manager Mitchell reported the scope of work to improve the outdoor athletic fields (rehab of existing fields & structures) are:

- A new entrance and ticket shelter to be constructed
- Existing baseball and softball fields to be reoriented, with new dugouts, backstop, perimeter fencing, bleachers and press box.
- Three (3) storage/mechanical areas under bleachers, gross sq. ft. 1,869
- Four (4) dugouts, gross sq. ft. 2,864
- Baseball bleacher seating capacity-361
- Softball bleacher seating capacity-361

- Natural grass soccer/lacrosse field to be renovated with synthetic turf, new ornamental fence and pillars, a practice hitting wall, bleachers, press box, scoreboard and field lighting.  
Soccer-Lacrosse bleacher seating capacity: 578
- Concrete and brick paver walks to connect the fields.
- Existing parking lots will be paved with asphalt (alternative listed for gravel parking).
- Replace old bleachers with new bleachers, will have a CMU block enclosures.

Director of Planning, Building & Code Enforcement Tracy reported the Albion College Sports Facility is in the central campus area which is defined as 100% ownership of land within any city block or an area bounded by public right-of-way, such as a street or river.

In review of site plan, location of structures setbacks and height are within zoning requirements within central campus area. In question are the number of parking spaces proposed and new asphalt parking areas with alternative bid for gravel parking and light pole height of ninety feet above grade.

The parking requirements for bleachers is for each four (4) seats, one (1) parking space is required.

Number of seats:Baseball bleachers:	361 seats/4=90 parking spaces
Softball bleachers	361 seats/4=90 parking spaces
Soccer/lacrosse bleachers:	578 seats/4=144 parking spaces

There are only 132 parking spaces located on proposed paved parking areas for facility. Additional parking currently exist on the north side of Dow Recreation & Wellness Center. The Planning Commission may waive up to 50% of required parking spaces when the applicant has provided sufficient explanation as to why such use does not require adherence to such parking standards.

Ordinance # 2009-3 is an amendment to original ordinance that allows for public structures requiring a greater height.

Bruce Lemons, Foresite Design is the architect on the project and he stated all the parking spaces won't be needed due to the scheduling of events. All events (softball, baseball, soccer & lacrosse) will not have events simultaneously. An application has been made to Calhoun County for a soil erosion plan for water runoff.

Soccer/Lacrosse lights run east and west and the foot-candles are not allowed on anyone else's property.

Don Masternak, Albion College Facilities Manager stated the current lot being used for student parking will be replaced for sporting events. Also the use of current lots have been underutilized for the past few years due to decreased student enrollment and increased use of walking, bicycles and campus safety. The bleachers that would require the most parking spaces will be utilized with the excess parking currently in place.

Comments/questions that arose from the Commission are:

- Will the approval of the soil erosion plan depend on whether the parking lot surface is asphalt or gravel?
- Does the parking have the sufficient number of parking spaces included in the plan?
- Should another parking study be done?
- Does the improved surface need to be deemed asphalt?

The recommendation of Director Tracy is approval of the bleachers, ticket office and parking and contingent of parking lots being asphalt and approval of erosion permit from Calhoun County.

Comments were received by Pitt, Strand, Strander, Domingo, S Brown, and G Brown.

Strand moved, S Brown supported, CARRIED unanimously, to approve Site Plan for 407 S. Hannah St., Albion College Sports Facility Site Plan Review contingent on approval of erosion permit from Calhoun County and parking area an improved surface.

#### B. Miscellaneous Items

- MDOT-M-99/Superior Street Public Forum-March 21, 4:30pm-6:30 pm, Albion District Library Naomi Lane Room

City Manager Mitchell stated the 2017 M-99/Superior Street Project will include all new bricks and new water mains. MDOT will entertain discussion of a road diet which includes going from four (4) lanes to three (3) lanes with a turning lane and also new bike lanes. She encourages all members to attend if possible.

- Redevelopment Ready Community-Kick off-March 28, 6:30pm-8:30pm, Albion District Library Naomi Lane Room

City Manager Mitchell stated the time for the Redevelopment Ready Community Kick-off has been changed to March 28, 7:00pm-8:00pm at the Albion District Library Naomi Lane Room. Discussion will include

where we are currently and what we need to do to become certified as a Redevelopment Ready Community.

C. Excuse Absent Commissioners

S Brown moved, G Brown supported, CARRIED, to excuse Commissioner Dick from the March 15, 2016 meeting.

D. Planning Commission Goals

City Manager Mitchell stated the last year's goals for the Planning Commission were:

- Update the Planning Commission Master Plan
- Redevelopment Ready Community

It was suggested by Commissioner Strand to solicit outside support in completing the Master Plan for the Planning Commission. Some suggestions were combining other plans that needed to be completed between the City and Albion College; funds may be available to help from the Ready Development Community; a college intern; the Planning Commission also has \$4,000 that was donated from the Community Foundation.

City Manager Mitchell stated the average for completing a Master Plan would be between \$20,000 and \$40,000.

Comments were received by Pitt, G Brown, S Brown, Strand, Strander and Tracy.

VI. Citizen Comments – None

VII. Adjournment

G Brown moved, Strand supported, CARRIED, to adjourn the meeting. Meeting adjourned at 7:50 p.m.

Recorded By: Jill Domingo, City Clerk



# City of Albion

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## Subject: Tavern - Microbrewery

Zoning process: Submit application for zoning permit.

Site plan.

Submit application for special use (allow 30 days minimum for process).

Submit request for use of public parking.

Application for signage.

Other departments and agencies involved as applicable: City – A.D.P.S.  
City – water / sewer  
State  
Federal  
County and/or USDA  
M.D.O.T.

## B-2 Central Business District

Applicable sections of zoning code:

Section 30-223. Permitted uses.

In B-2 Central Business District, no building or land shall be used and no structure shall be erected, altered, or used except for either one or several of the following uses by right, permitted special uses, and/or lawful accessory uses.

- (1) Uses permitted by right. The following may be operated as a use by right, provided that any such use, including storage, is conducted on the premises within a completely enclosed, existing building unless otherwise specified below:
  - a. Restaurants and taverns in which patrons are served while seated within an enclosed building, and wherein said establishment does not extend as an integral part of, or accessory thereto, any service of drive in nature.
- (2) Uses permitted by special use permit, subject to the review and approval of the planning commission. The following use shall be permitted in the B-2 Central Business District, subject to the review and approval of the Planning Commission according to Article II. Division 5 (section 30-81 through 30-85) of this chapter. No special use permit for any such use shall be issued without the applicant first having obtained proof or certification of compliance with state and local barrier-free and fire safety construction codes from the city building inspector. Any special use permit shall be subject to the standards contained in sections 30-81 through 30-85, and subject further to the conditions hereinafter imposed for each use:

- b. Light assembly, fabrication, processing, repair, warehousing, and/or wholesaling, wholly within an already existing structure; including, but not limited to:
  - 5. Manufacturing (including the production, processing, cleaning, testing, and distribution of materials, goods, foodstuffs, and products);
  - 6. Mini-warehouses or storage facilities;

Provided that:

- 10. Any such use which occurs on the first story must be in conjunction with a related use-by-right which is conducted by the same establishment within the same building. The first story premises facing upon or visible from any abutting street shall be used only for that use-by-right, in an area of not less than five hundred (500) square feet.
  - 11. Any such use which has no related use-by-right shall not be permitted on the first story.
  - 12. Levels of traffic, noise, smoke, vibrations, odor, fumes, and glare shall not exceed those levels which are in keeping with the retail uses within the district.
  - 13. No separate entrance to the front of the building shall be constructed for any such use.
- d. Restaurants and taverns in which patrons are served outdoors or in an open-front building, and wherein said establishment does not extend as an integral part of, or accessory thereto, and service of drive-in nature.
  - e. Off-street parking facilities as a principal use, subject to section 30-226 and 30-228, and Article V. Division 2 and Division 3 (sections 30-311 through 30-327) of this chapter.

#### Section 30-224. Height of structures.

No use or accessory use structure permitted by right or by special use permit shall exceed four (4) stories or fifty (50) feet in height, whichever is taller.

#### Section 30-225. Lot area and yard requirements.

#### Section 30-226. Off-street parking and loading space requirements.

In the B-2 Central Business District, no building shall be erected or structurally altered, and no land or building shall be used unless adequate off-street parking and/or loading space is provided and maintained [as required under section 30-228 and Article V. Division 2 and Division 3 (sections 30-311 through 30-327) of this chapter] on the premises operated for such use, or on other nearby premises provided and maintained by the proprietors of such use. In the event such adequate space is not available, municipal lots may be utilized for off street parking and/or loading, subject to the approval of the zoning administrator according to generally accepted parking ratios, and subject further to such rules and regulations as the chief of public safety and the city manager or the city council shall determine.

#### Section 30-228. Site development standards.

- (1) Any such use, including storage, is conducted on the premises within a completely enclosed building unless otherwise specified within this division.
- (2) Level of traffic, noise, smoke, vibrations, odor, fumes, and glare shall not exceed those levels which are in keeping with the retail uses within the district.
- (3) All parking lots or areas shall be provided with a permanent, durable, and dustless surface, and shall be graded and drained as to dispose of all surface water accumulated within the area.
- (4) All lighting shall be shielded from adjacent properties.
- (5) Access shall be provided so as not to conflict with the adjacent business uses or adversely affect traffic flow.

- (6) When any such use abuts the side and/or rear line of a lot in any R district a compact evergreen hedge, solid wall or treated wood fence not less than five (5) feet in height shall be maintained at the property line.
- (7) All parking and loading area, including outdoor display areas, shall be subject to Article V. Division 2 and Division 3 (section 30-311 through 30-327) of this chapter, provided, however, that in the event of a conflict between said sections and this section, the stricter requirement shall prevail.

Division 2. Off-street parking requirements. Section 30-314. Number of spaces required.

- (9) Food, soft drinks and alcoholic beverages (served on the premises) restaurant, bar, grill, tavern, dining room of a hotel or motel, dairy bar and soda fountain – for each three (3) seats one (1) parking space is required.

**Referenced Sections:**

- Article II, Division 5. Special use permits. Section 30-81 through 30-85 of the zoning code.  
Explains: special use as defined; procedures; compliance with standards required; validity; use deem conforming.
- Section 30-226. Off street parking and loading space requirements.
- Section 30-228. Site development standards.
- Section 30-311. Off-street parking requirements.
- Section 30-327. Number of spaces required for off street loading.